

City of Alexandria, Virginia Police Department

Equal Employment Opportunity Plan

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Equal Employment Opportunity Plan
Policy Statement for the Alexandria Police Department

It is the continuing policy of the Alexandria Police Department to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruitment, hiring, training, compensation, benefits, promotions, transfers, discipline and department-sponsored educational, social, and recreational programs. Additionally, it is the policy of this department to provide its members viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the Alexandria Police Department who fails to comply with this policy is subject to appropriate disciplinary action.

This policy sets the course of action for the Alexandria Police Department to follow through August 31, 2006 in its efforts to attain a workforce that reflects the available labor market of Alexandria. Appreciation for our community's diversity and a desire to reflect diversity in our own workforce based on the availability of qualified applicants in Alexandria is an important value held by the managers, supervisors, and employees of this agency. I am proud of the diversity within our workforce and I will continue to ensure that the Police Department's commanders and supervisors work diligently to accomplish the equal employment opportunity goals and objectives.

Our plan and goals will be reviewed and updated yearly.

Charles E. Samarra

Date: February 26, 2004

UTILIZATION NARRATIVE

A comparison of the Alexandria Police Department's workforce to the community labor statistics for the City of Alexandria indicates underutilization of men and women of all races for various categories of employees. Community labor statistics show that American Indian populations are very small in Alexandria (less than 2.0% total for all applicable police department positions). The majority of this plan will focus on addressing the Protective Services categories of employees which comprise the majority of the police department staff and the larger areas of underutilization for these categories. However, the Police Department would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, the Police Department identified the following areas of underutilization greater than 5.0%

Officials and Administrators - White males are underutilized by 14.6% and African American females are underutilized by 7.0%. (This category represents 4 positions in the police department).

Professional - African American females are underutilized by 6.2%. (This category represents 6 positions in the police department).

Technicians - White females are underutilized by 8.1%.

Protective Services (Officials) - African American males are underutilized by 13.3% and African American females are underutilized by 12.2%. These positions are filled through competitive promotional processes. There is minority representation during both the development and assessment of these processes.

Protective Services (Patrol Officers) - White females are underutilized by 18.8% and African American females underutilized by 6.6%. This category represents the largest number of positions in the police department. Although White females and African American females combined are underutilized by over 25%, it should be noted that female police officers make up 15.7 % of the police department which is above the national average.

Para-Professionals - White males are underutilized by 19.5% and White females are underutilized by 36.4%.

Office/Clerical - White males are underutilized by 15.3%. (This category represents 24 positions in the police department).

Services/Maintenance - White males are under utilized by 12.1%, black females are underutilized by 14%, and Hispanic females are underutilized by 17.3%. (This category represents 8 positions in the police department).

OBJECTIVES

The Alexandria Police Department is committed to making its workforce profiles more closely reflect the available labor force in the community. The Protective Services categories (Officials and Patrol Officers) represent 304 employees or 69% of the entire work force.

Because African American males and females are both underutilized in the Officials category, the police department will attempt to increase their representation by evaluating its current promotional and recruitment practices to ensure African Americans are receiving equal opportunity to secure employment. Specifically, the police department will try to attract qualified African American applicants for entry level patrol officer positions. These employees are eligible for promotion after 3 years.

Because all females were underutilized in the patrol officer category, the police department will attempt to increase their representation by evaluating its current promotional and recruitment practices to ensure females receive equal opportunity to secure employment. Specifically, the police department will try to attract qualified female applicants for entry level patrol officer positions.

STEPS TO ACHIEVE OBJECTIVES

Use teams of minority and female police officers to assist in the recruitment process, specifically at job fairs.

- Target job fairs that have a diverse attendance.
- Work closely with the City's EEO office in order to assist with recruiting efforts.
- Conduct an analysis of all officers hired the past 2 years to examine what recruiting efforts were most successful in the past.
- Continue to explore new ideas for targeted recruiting of minorities and females.
- Encourage all employees (including minorities and females) to take advantage of promotional opportunities.

- Continue to ensure all promotional processes have minority and female representation during both the development phase and assessment phase.
- Revise and distribute the police directive on career development.

DISSEMINATION

External

- Continue to include the statement “The Alexandria Police Department is an Equal Opportunity Employer” on all job applications and announcements and posted at all recruitment efforts
- Post the EEO Plan on the City's web page.
- Include a copy of the EEO Plan in the police department's annual Human Rights Commission report.

Internal

- Conspicuously post the EEO policy on bulletin boards throughout the department and in the Personnel and Training Office.
- Provide access to the EEO plan through the officers' mobile computers.